

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SENIOR PERSONNEL CLERK**

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Jurisdictional Class: **Competitive**  
Date Adopted: **January 2007**  
Date Revised: **July 2007**  
Jurisdictions: **County**  
Union Status: **CSEA**  
Pay Grade: **10**

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**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is responsible for performing mid-level personnel functions associated with personnel administration. The Senior Personnel Clerk assist in maintaining personnel records, answers various technical personnel questions, and processes paperwork necessary for the civil service and personnel administration. Considerable contact with the public, employees, and local officials is required in carrying out the assignments and responsibilities of this position. The work is performed under the general supervision of the Personnel Officer, or other senior staff. May monitor or assist the work of lower level staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Reviews personnel transactions to ensure they are in accordance with Civil Service Law and Rules, and informs senior staff of potential problems;  
Responds to inquires from employees, the general public, departments and/or officials of civil divisions served by the Personnel Office;  
Sets up new employee drug tests & physicals and processes paperwork necessary for new hires to commence employment;  
Prepares correspondence as requested by senior staff;  
Certifies the payrolls for county personnel and or Towns, Villages, and Schools;  
Works closely with Towns, Villages, Schools, Special Districts and County on payrolls and personnel data forms for completeness and correctness of entries;  
Maintains roster records and other personnel record files;  
Inputs personnel data from source documents directly into a computer system and makes additions, deletions and changes as directed;  
Monitors the timely completion of probationary and annual employee evaluations;  
Prepares statistical, financial or narrative reports as requested;  
Prepares and distributes announcements for examinations;  
May visit towns, villages, school districts, or county departments for the purpose of conducting agency business;  
Orders and creates purchase orders for various supply items for the Personnel Office;  
Tracks the expenses to the budget lines;  
Follows-up with various vendors, State or County support staff and/or Officials on open issues;  
Ensures that required posting procedures are followed in filling positions;  
Reviews applications for examinations against adopted minimum qualifications and qualifies or disqualifies applicants in accordance with State law and local rules;  
May order examination materials and participate in the administration of written examinations under the direction of senior staff;  
Prepares and distributes letters for the canvassing of eligible lists, and records results when canvassing letters are returned;

Last Reviewed: n/a  
Last Updated: 07/2007  
Reviewed By: n/a  
Last Reallocated: n/a

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May monitor applicants taking Civil Service examinations;  
Provides orientation materials to new employees, answers routine personnel questions, and processes paperwork necessary for new hires to commence employment.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of public personnel administration, including the provisions of the New York State Civil Service Law and Civil Service Rules; Good knowledge of the principles and practices of recruitment and examinations, merit system personnel transactions; Working knowledge of Worker's Compensation transactions; Good knowledge of the organizational structure and functions of local government in New York State; Good knowledge of records maintenance and personnel transactions; Good knowledge of office terminology, procedures and equipment; Ability to communicate effectively both orally and in writing; Ability to acquire a good knowledge of Civil Service Law and local rules and the procedures used in the administration of collective bargaining agreements; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases; Ability to follow oral and written directions; Ability to communicate effectively with others, both orally and in writing; Ability to organize and maintain accurate records and files; Ability to analyze and organize data and prepare records and reports; High level of clerical aptitude; Mathematical ability; knowledge of office software and personal computing; Physical condition commensurate with the demands of the position.

#### **MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in human resource administration, business administration, secretarial science, office technologies or a closely related field, and one (1) year of experience in the area of the degree received; **OR**
- (B) Graduation from high school or possession of an equivalency diploma *and either*:
  - A) Two (2) years of clerical experience involving personnel transactions; **OR**
  - B) Three (3) years of mid-level clerical experience in an office situation; **OR**
  - C) Completion of 30 credit hours at a regionally accredited or New York State registered college or university in the above fields and one (1) year of work experience in the clerical field; **OR**
- (C) An equivalent combination of training and experience as indicated in A), B) and C) above.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.